

Volunteer Skills Inventory

Please check the box next to the skills you have in each category. Add any additional skills in number 6.

A. - CLERICAL

- 1. Type _____
- 2. Sort / File _____
- 3. Telephone _____
- 4. Data Entry _____
- 5. Copy Machine _____
- 6. Marquee/Signage _____

B. - TUTORING

- 1. Math _____
- 2. Reading _____
- 3. History _____
- 4. Geography _____
- 5. Science _____
- 6. Gifted/Talented _____

C. - FOREIGN LANGUAGES

- 1. Spanish _____
- 2. French _____
- 3. German _____
- 4. Japanese _____
- 5. Latin _____
- 6. Sign Language _____

D. - COMPUTER

- 1. Word Processing _____
- 2. Spread Sheets _____
- 3. Desktop Publishing _____
- 4. Programming _____
- 5. Repair _____
- 6. Web Site _____
- 7. Tech Support _____

E. - ENRICHMENT

- 1. Art _____
- 2. Dance _____
- 3. Writing _____
- 4. Music _____
- 5. Theater _____
- 6. _____
- 7. _____

F. - PHYSICAL EDUCATION AND PLAYGROUND

- 1. Supervision _____
- 2. Score Keeper _____
- 3. Handicapped _____
- 4. Equipment _____
- 5. Sports Medicine _____
- 6. _____
- 7. _____

G. - FIELD TRIPS

- 1. Chaperone _____
- 2. Planning _____
- 3. Arrangements _____
- 4. Alternate Activity _____
- 5. Evaluation _____
- 6. _____

H. - CAFETERIA

- 1. Table/Monitor/Mother _____
- 2. Table Sanitizer _____
- 3. Recess Monitor _____
- 4. Class Chaperon _____
- 5. _____
- 6. _____

I. - LABORATORIES

- 1. Preparation _____
- 2. Sciences _____
- 3. Computer _____
- 4. Industrial Arts _____
- 5. Domestic Arts _____
- 6. _____

J. - LIBRARY

- 1. Re-shelving _____
- 2. Check Out _____
- 3. Displays _____
- 4. Periodicals _____
- 5. Story Telling _____
- 6. _____

K. - CLINIC

- 1. Attendant _____
- 2. Record Keeping _____
- 3. Supplies Management _____
- 4. Parent Notification _____
- 5. TLC _____
- 6. _____

L. EXTRA CURRICULAR

- 1. Odyssey of the Mind _____
- 2. Omnibus _____
- 3. Spelling Bee _____
- 4. Young AmeriTowne _____
- 5. _____
- 6. _____

M. - PRINT SHOP

- 1. Binding / Collating _____
- 2. Bulk Mail _____
- 3. Graphics _____
- 4. Photography _____
- 5. Clerical _____
- 6. _____

N. - MAINTENANCE

- 1. Custodial _____
- 2. Yard Work _____
- 3. Landscaping _____
- 4. Machine Repair _____
- 5. Warehouse _____
- 6. _____

O. - MISCELLANEOUS

- 1. Fundraising _____
- 2. Community Organizing _____
- 3. Newsletters _____
- 4. Crafts _____
- 5. Copy Machine _____
- 6. _____

P. - COACHING OR ACTIVITIES

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Q. - SERVICE CLUBS AND ORGANIZATIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

R. - OTHER INTERESTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

VOLUNTEER SCREENING

I, _____,
(Printed Name)

wish to volunteer at _____
(School / Schools)

for school year _____
(School Year)

Before I am allowed to volunteer I agree that I am not currently, nor have I ever been, listed as a registered sex offender (RSO) in this or any other state. I agree to a registered sex offender check before I am allowed to work with any Adams 12 students. If I was previously listed as a registered sex offender I agree to full disclosure of the circumstances of my registered sex offender status and authorize a full background check.

ATTEST:

I have never been listed as a RSO: _____
(Signature)

I am currently listed as a RSO in _____
(State) (Signature)

I was listed as a RSO in _____, from _____
(State) (Years) (Signature)

Staff Use Only:

RAPTOR Check: _____

Date: _____

Approved: _____

Follow up requested: _____

Use this section to describe your qualifications, areas of expertise, and capabilities. Include specific skills, use of office equipment, machinery and computers.

CHARACTER REFERENCES

Please provide the names, addresses and phone numbers for at least two (2) non-family members who know you and can speak to your skills and character.

1.

Name		Phone	
Address	City	State	ZIP

2.

Name		Phone	
Address	City	State	ZIP

LEGAL INFORMATION

Have you ever been convicted, pled nolo contendere, or received a deferred prosecution or judgment in response to a felony, misdemeanor, or criminal charge (excluding minor traffic offenses such as speeding)?

Yes _____ No _____

Have you ever been involuntarily terminated, asked to resign or tendered your resignation to avoid termination in connection with any position in which you worked with children?

Yes _____ No _____

Are there any past or present incidents which would provide the basis for alleging that you engaged in immoral conduct which affects the health, safety or welfare of children?

Yes _____ No _____

If your answer is "yes" to any of the above questions, please provide complete details on a separate sheet stating date, charge, place and action taken. Be advised that an affirmative answer does not automatically disqualify an applicant. An additional notarized statement similar to the above will be required, if you are recommended for the position.